

EFF-PAY

User's Manual

ALASKA FIRE SERVICE
P.O. BOX 35005
FT. WAINWRIGHT, AK 99703

01/07/00

TABLE OF CONTENTS

Chapter numbers correspond with the option numbers from the "EMERGENCY FIRE FIGHTERS PAYROLL SYSTEM" menu. Subsection numbers correspond with the subsequent sub-menus.

INTRODUCTION	4
CHAPTER 1	
EFF-PAY DATA INPUT	5
1.1 Personal Data	5
1.2 Payroll Data	11
1.3 Adjustments	18
1.4 Employee Payroll Total	19
1.5 Correct Records	20
CHAPTER 2	
DETAIL AND PAYROLL TOTALS REPORT.....	24
2.1 One Payroll For One Employee/Vendor	24
2.2 One Payroll, All Employees/Vendor	27
2.3 One Employee/Vendor, All Payrolls	27
2.4 Payroll Totals Report	28
2.6 Spooling Reports	31
CHAPTER 3	
PRINT CHECKS	33
CHAPTER 4	
PAYMENT VOUCHER/CHECK REGISTER/SF1166.....	38
CHAPTER 5	
COMMIT PAYROLL	40

CHAPTER 10

VIEW COMMITTED PAYROLLS	42
-------------------------------	----

CHAPTER 11

ADD/UPDATE PERSONNEL/VENDOR RECORD	45
--	----

CHAPTER 12

PV MASTER INFO UPDATE	51
-----------------------------	----

CHAPTER 13

REPORT MENU	54
13.1 PAYROLL, INCIDENT #, COSTCODE.....	55
13.2 FORMS STATUS SUMMARY	58
13.3 BOR TAX SUMMARY	60
13.4 EMPLOYEE SUMMARY REPORT.....	63
13.5 FIRE TOTAL REPORT	65
13.6 PERSONNEL PAYROLL REPORT	67
13.7 EIC STATUS.....	70
13.8 EMPLOYEES/VENDORS PAID THIS YEAR	72

APPENDIX A

UNIT IDENTIFIER HANDBOOK	74
--------------------------------	----

***A current copy of this manual is available on the AFS WEBSITE
<http://FIRE.AK.BLM.GOV>***

EFF-PAY

INTRODUCTION

This manual will guide you step-by-step through the actual input of an Emergency Fire Fighter Payroll.

Logon to your EFF-PAY account using your account name and password. You will be presented the following screen.

EFF-PAY SYSTEM MENU

***** *EMERGENCY FIRE FIGHTER PAYROLL SYSTEM* *****

- | | |
|--|---|
| 1) <i>PAYROLL DATA INPUT/CORRECTION</i> | 10) <i>VIEW COMMITTED PAYROLLS</i> |
| 2) <i>DETAIL AND PAYROLL TOTAL REPORTS</i> | 11) <i>ADD/UPDATE PERSONNEL/VENDOR RECORD</i> |
| 3) <i>PRINT CHECKS</i> | 12) <i>PV MASTER INFO UPDATE</i> |
| 4) <i>PRINT VOUCHER, REGISTER, SF1166</i> | 13) <i>REPORT MENU</i> |
| 5) <i>COMMIT PAYROLL</i> | |

ENTER MENU CHOICE (1-5, 10-13, S=SPOOLER, E=END):

Select 1-5, 10-13, or type E, each number will select the specified option or display a sub-menu. Typing "E" will return to logon prompt or to a prior menu while in a sub-menu or function.

CAUTION: Typing "E" during data input can cause loss of all data entered for that record. The prompt "ARE YOU SURE?" YES or NO, will allow escape if "E" was typed in error. There is no recovery of the data if "YES" is entered.

Prompts appear at the bottom of the screen.

Numeric data can be entered using 10-key pad or numeric keys on keyboard.

EFF-PAY

CHAPTER 1

1.1 PERSONAL DATA

EFF PAYROLL DATA INPUT (Option #1) of the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu allows:

1. Entry of personal data for new employees.
2. Entry of time sheet data for new and existing employees.
3. Entry of payroll deductions (e.g. commissary, meal, lodging, garnishment).
4. Correction of existing, uncommitted payroll data.

Error checking is performed for common data entry mistakes and all totals are displayed prior to acceptance of the record.

When Option #1 is selected the following screen will be displayed.

***** ENTER PAYROLL NUMBER FOR UNCOMMITTED OR NEW PAYROLLS *****

PAYROLLS	PRINT	COMMIT	TYPE
AFS-AK328-102	01/12/99		EFF
AFS-AK328-103	02/02/99		VENDOR
AFS-AK328-104			VENDOR
AFS-AK328-105			EFF
AFS-AK328-106			EFF
AFS-AK328-108			VENDOR

ENTER NUMBER OF UNCOMMITTED PAYROLL OR 'NEW', E=END AFS-AK328-108

Hit "ENTER" to accept the default uncommitted payroll, "E" to END, or "NEW" to initiate a new payroll. (All new payroll numbers are system generated). The following input screen is displayed:

```
***** EMERGENCY FIRE FIGHTER PAYROLL ENTRY BIA-AK328-107 *****
1)SSN : 000000000          11)SEX:          12)ETHNICITY:
2)NAME:                    13)FED. W4:  FD
3)ADDR:                    14)TAX ST1:
4)CITY:                    15)TAX ST2:
5)STATE:                   6)ZIP-CODE :      16)COMMENT:
7)HIRED LOC:               8)HIRED ST.:
9)COH:                     10)I-9:          TAX :
                                   PERS:
```

ENTER SOCIAL SECURITY NUMBER (9#, CR=CONTINUE, E=END):

1. ENTER SOCIAL SECURITY NUMBER: 9 numbers, no hyphens, (111111111).

A search is performed, if a match is found, the personal data is displayed on the screen. Verify the displayed name with the name on the time sheet. If a discrepancy exists, research to verify which name and SSN is correct. **CAUTION: SSN and names are entered from the W4 information provided by the fire fighter. The information on the W4 is the official record for the SSN and name. DO NOT change SSN or name based upon the information provided on an OF288.** To correct the existing SSN based upon new tax information, select #1 from the prompt:

ENTER 1-16 TO CHANGE DATA, CR=CONTINUE, E=END:

This will allow correction of the SSN as well as correct any payroll data that exists for this individual. After the SSN has been corrected continue with data input.

If the SSN is incorrect on the timesheet, make manual corrections, select "N" to the prompt "DO YOU WISH TO INPUT DATA NOW?" and select menu Option #1, EFF PAYROLL DATA INPUT to enter the corrected SSN.

If the SSN and Name match the time sheet verify the remaining personal data and make changes as appropriate.

If the SSN exists in an uncommitted payroll the following prompt will be displayed.

THIS PERSON IS ON AN UNCOMMITTED PAYROLL: XXX-XXXXX-XXX
THE OTHER PAYROLL MUST BE COMMITTED BEFORE ANOTHER
PAYROLL CAN BE STARTED FOR THIS PERSON
PRESS CR TO CONTINUE

If a match is not found the following prompts will be displayed:

2. ENTER NAME: up to 30 characters, (FIRST MI LAST).
3. ENTER ADDRESS: up to 30 characters.
4. ENTER CITY: up to 20 characters.
5. ENTER STATE: up to 2 characters (must be a valid postal code).
6. ENTER ZIP: 5 numbers.
7. ENTER HIRED AT: 6 characters, must exist in the HIRED-AT CONTROL FILE.
8. ENTER HIRED AT STATE: 2 characters (must be a valid postal code).
9. ENTER COH: condition of hire on file (CR=Y, N)
10. ENTER I-9: (CR=Y, N)
11. ENTER SEX: 1 character (not a required field, hit CR to bypass).
12. ENTER ETHNICITY: 1 character (not a required field, hit CR to bypass).
13. ENTER FED (W4): Enter the following federal tax information from the W4 form.

ENTER WHETHER EXEMPT FROM FEDERAL TAX:
Y=YES, N=NO, E=END:
LEAVE BLANK IF NO FORM ON FILE

ENTER MARTIAL STATUS: S=SINGLE M=MARRIED
E=END:
LEAVE BLANK IF NO FORM ON FILE

ENTER NUMBER OF EXEMPTIONS 0-999 E=END:
LEAVE BLANK IF NO FORM ON FILE

ENTER ADDITIONAL TAX AMOUNT 0-9999 E=END
LEAVE BLANK IF NO FORM ON FILE

ENTER EIC STATUS EO=EMPLOYEE ONLY
ES=EMPLOYEE AND SPOUSE E=END
LEAVE BLANK IF NO FORM ON FILE

14. ENTER TAX ST1: Enter the following state tax information from the first state tax form.

ENTER FIRST TAXING STATE POSTAL CODE (XX
OR E=END):
LEAVE AS HIRED AT STATE IF NO FORM ON FILE

ENTER WHETHER EXEMPT FROM STATE TAX:
Y=YES, N=NO, E=END
LEAVE BLANK IF NO FORM ON FILE

ENTER MARITAL STATUS(S=SINGLE,
M=MARRIED,H OR HH=HEAD OF
HOUSEHOLD,MB=MARRIED BOTH WORK,
MJ=MARRIED,FILING JOINTLY, MO=MARRIED
ONE WORKS, MS=MARRIED FILING
SEPARATELY, QW=QUALIFYING WIDOW, 0=NO
EXEMPTION(ALABAMA ONLY), E=END).
LEAVE BLANK IF NO STATE FORM ON FILE

ENTER NUMBER OF EXEMPTIONS (0-999,
E=END):
LEAVE BLANK IF NO STATE FORM ON FILE

ENTER ADDITIONAL TAX AMOUNT (0-9999,

E=END):
LEAVE BLANK IF NO STATE FORM ON FILE

ENTER PERSONAL EXEMPTION(0, 1, OR 2,
E=END):
LEAVE BLANK IF NO STATE FORM ON FILE

If taxing state = AZ, the following prompt will be
displayed:
ENTER STATE PERCENTAGE (10,17,20,22,28,32,
OR E=END):

15. ENTER TAX ST2: Enter the following state tax information from the
second state tax form.

ENTER SECOND TAXING STATE POSTAL CODE
E=END):
LEAVE BLANK IF NO SECOND TAXING STATE

ENTER WHETHER EXEMPT FROM STATE TAX:
Y=YES, N=NO, E=END
LEAVE BLANK IF NO FORM ON FILE

ENTER MARITAL STATUS(S=SINGLE,
M=MARRIED,H OR HH=HEAD OF
HOUSEHOLD,MB=MARRIED BOTH WORK,
MJ=MARRIED,FILING JOINTLY, MO=MARRIED
ONE WORKS, MS=MARRIED FILING
SEPARATELY, QW=QUALIFYING WIDOW, 0=NO
EXEMPTION(ALABAMA ONLY), E=END).
LEAVE BLANK IF NO STATE FORM ON FILE

ENTER NUMBER OF EXEMPTIONS (0-999,
E=END):
LEAVE BLANK IF NO STATE FORM ON FILE

ENTER ADDITIONAL TAX AMOUNT (0-9999,
E=END):
LEAVE BLANK IF NO STATE FORM ON FILE

ENTER PERSONAL EXEMPTION(0, 1, OR 2,
E=END):
LEAVE BLANK IF NO STATE FORM ON FILE

16. COMMENTS: Enter any comment pertinent to this individual, i.e. tax levies, garnishment, etc. 25 characters

After items 1 - 16 have been completed the following information is displayed.

TAX : AFS-AK328 12/16/98 06:23PM
INFO: AFS-AK328 12/16/98 06:23PM

TAX: Identifies input or last update of location, date and time of tax information for this SSN.

INFO: Identifies input or last update of location, date and time of personal information for this SSN.

And the following prompt is displayed:

ENTER 1-16 TO CHANGE DATA, CR=CONTINUE, E=END:

Select 1-16 to correct the personal data entered (e.g. NAME, ADDRESS, etc.).

"E" aborts the session, prompts "ARE YOU SURE?", deletes the data input and returns to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

"CR" initiates the input of payroll data and the following input screen is displayed.

```
***** EMERGENCY FIRE FIGHTER PAYROLL ENTRY  AFS-AK328-105 *****
1)SSN : 111-11-1111                11)SEX:                12)ETHNICITY:
2)NAME: TIMOTHY TEST                13)FED. W4:  FD N S    0
3)ADDR: 123 EASY STREET             14)TAX ST1:  AZ N                17
4)CITY: FAIRBANKS                  15)TAX ST2:
5)STATE: AK                        6)ZIP-CODE : 99712  16)COMMENT:
7)HIRED LOC: FAI                    8)HIRED ST.: AK
9)COH:                              10)I-9:                TAX : AFS-AK328 02/03/99 09:43AM
                                           INFO: AFS-AK328 02/03/99 09:42AM

1)INCIDENT#:                        2)AREA:                3)ORG:
4)ACTIVITY:                        5)PROG ELE:            6)PROJECT#:
7)TITLE:                          8)AD RATE:            9)PAY:
10)COMM:      $50.00               11)MEAL:      $12.00    12)LODGE:      $0.00

                                COLUMN 1 OF 1

      MO DAY START  STOP HOURS
(1)                                (5)

(2)                                (6)

(3)                                (7)

(4)                                TOTAL HOURS:      0.00
                                GROSS AMOUNT:      $0.00

ADDING COLUMN 1
ENTER INCIDENT NUMBER (ST-JUR-AGENCY#) EX. AK-AKD-B151, CR=CURRENT ENTRY,
E=END:
```

* * * * *

Default options will be offered from the last time sheet that has been entered. Hit CR to accept the default or type over to change. An entire line must be accepted as default. If any changes are made to a line, the entire line must be input. If additional characters remain after the changes are input, do not delete, hit CR, only the input values will be accepted.

- 11

3. ENTER OFFICE CODE OR BUDGET ORG(3X) (CR=CURRENT ENTRY E=END): BLM enter office code (3 characters), BIA enter budget org (3 characters), NPS enter ????.
4. ENTER ACTIVITY(4X) OR PROGRAM CODE(5X) (CR=CURRENT ENTRY E=END): BLM enter activity (4 characters), BIA enter program code (5 characters), NPS enter ????.
5. ENTER THE WORK CODE(2X) OR JOB(5X) (CR=CURRENT ENTRY E=END): BLM enter work code (2 characters), BIA enter job (5 characters), NPS enter ?????.
6. ENTER PROJECT NUMBER (3X OR 4X, CR=CURRENT ENTRY, E=END): BLM enter project number (3 characters), BIA enter project number (4 characters), NPS enter ????.
7. ENTER EMPLOYEE'S/VENDOR'S TITLE (16X, CR=CURRENT ENTRY E=END): up to 16 characters, use numonics from Fire Fighter Handbook.
8. ENTER AD RATE (1-5), CR=CURRENT ENTRY E=END: (1 character).
9. ENTER THE EMPLOYEE'S PAY-RATE (0<PAY<\$40, CR=CURRENT ENTRY, E=END): maximum of \$40.00, separate dollars and cents with decimal, (11.11).
10. ENTER VALUE FOR COMMISSARY (LESS THAN \$10,000, CR=CURRENT VALUE, E=END): Enter the value of the adjustment, dollars and cents separated by a decimal.
11. ENTER VALUE FOR MEAL (LESS THAN \$10,000, CR=CURRENT VALUE, E=END): Enter the value of the adjustment, dollars and cents separated by a decimal.
12. ENTER VALUE FOR LODGING (LESS THAN \$10,000, CR=CURRENT VALUE, E=END): Enter the value of the adjustment, dollars and cents separated by a decimal.

ENTER NUMBER TO CHANGE ANY JOB ITEM (1-12, CR=CONTINUE, E=END):

"E" aborts the session, prompts "ARE YOU SURE?", deletes the data input and returns to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

Select 1-12 to correct payroll data (e.g. JOB TITLE, OFFICE CODE, etc.)

"CR" continues with input of payroll data and the following screen will be displayed.

***** EMERGENCY FIRE FIGHTER PAYROLL ENTRY AFS-AK328-105 *****

1)SSN : 111-11-1111 11)SEX: 12)ETHNICITY:
 2)NAME: TIMOTHY TEST 13)FED. W4: FD N S 0
 3)ADDR: 123 EASY STREET 14)TAX ST1: AZ 17
 4)CITY: FAIRBANKS 15)TAX ST2:
 5)STATE: AK 6)ZIP-CODE : 99712 16)COMMENT:
 7)HIRED LOC: FAI 8)HIRED ST.: AK
 9)COH: 10)I-9: TAX : AFS-AK328 02/03/99 11:47AM
 INFO: AFS-AK328 02/03/99 11:47AM

1)INCIDENT#: AK-AKD-B151 2)AREA: AK 3)ORG: 328
 4)ACTIVITY: 2821 5)PROG ELE: 00 6)PROJECT#: B151
 7)TITLE: FFT2 8)AD RATE: 3 9)PAY: \$11.11
 10)COMM: \$50.00 11)MEAL: \$12.00 12)LODGE: \$0.00

COLUMN 1 OF 1

MO	DAY	START	STOP	HOURS	MO	DAY	START	STOP	HOURS
(1)	6	1	8	16	8	(5)			
(2)	6	2	8	16	8	(6)			
(3)						(7)			

(4) TOTAL HOURS: 16.00
 GROSS AMOUNT: \$177.76

ENTER LINE 1 (MO DAY START STOP HRS)

D=DEL, C=CLEAR REM LINES, CR=ACCEPT CURRENT LINE, E=END:

Default options will be offered from the last time sheet that has been entered in this payroll. Hit CR to accept the default or type over to change. An entire line must be accepted as default. If any changes are made to a line, the entire line must be input. If additional characters remain after the changes are input, do not delete, hit CR, only the input values will be accepted.

Type "D" to delete a row or line.

Type "C" to delete remaining lines of data on the screen. For example, if the previous person in this payroll had 7 lines of data and this individual only has three, either accept the default or type over as appropriate for the first three lines. When the cursor appears on line four type "C", this will clear lines 4 - 7.

Type "CR" to accept default entry that appears on the screen.

Type "E" to return to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM Menu.

To enter line 1: all data input is numeric separated by a space.

EXAMPLE	MO DAY START STOP HOURS COLUMN #
	6 12 8 16.5 8.5
ACTUAL ENTRY	6 12 8 16.5 8.5
EQUATES TO	JUNE 12, 800 TO 1630 = 8.5 hours for OF288 column #1

Continue entering data until the current column is complete. The OF-288, Emergency Fire Fighter Time Report, has seven lines per column.

Entry of seven lines of data or a "CR" in response to the prompt "ENTER LINE "X" will display the following prompt.

ENTER LINE YOU WISH TO CHANGE, (1-X, CR=CONTINUE, E=END)

"E" aborts the session, prompts "ARE YOU SURE?", deletes data input and returns to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

Selecting 1-7 will prompt for new data for that line, replacing the data with a "CR". A line of data can be deleted by selecting the line # and "D" for delete. New lines of data may be added to a column by select the line # following the last Line # of data input.

Upon completion of a column a "CR" will initiate the error checking. Enter data as it appears on the Emergency Fire Fighter Time Report. EFF-PAY will audit the timesheet data and notate errors.

If an error is found, a message will identify the type of error and the line in which the error occurred. The following options will be offered.

DUPLICATE HOURS COL 1 LINE 1 ON THIS PAYROLL AFS-AK328-102 WITH LINE 1 C=CORRECT E=END?

"E" aborts the session, prompts "ARE YOU SURE?", deletes data input and returns to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

"C" enables correction of data with the following prompt:

ENTER LINE YOU WISH TO CHANGE (1-X, CR=CONTINUE, E=END):

This prompt is explained in section 1.2. Lines and be added or deleted or

corrections can be made to any line. After corrections are made a "CR" will initiate error checking again. The procedure will repeat until no errors remain or until the record is exited.

ERROR CHECKING

The entries for each column will be verified before allowing data input of subsequent columns. All payroll data will be checked for:

1. Mathematical errors where the difference between start and stop time does not equal the hours worked.
2. Overlapping or duplicated dates and times worked. Duplicate hours are checked for current payroll and all previous payrolls across all agencies using EFF-PAY.

When the column is error free the total hours and gross pay for the current column will be displayed on the screen. At this time, write the gross amount in the space provided at the bottom of the column on the timesheet. Confirm total hours on timesheet and screen. The Following screen will be displayed.

***** EMERGENCY FIRE FIGHTER PAYROLL ENTRY AFS-AK328-105 *****

1)SSN : 111-11-1111 11)SEX: 12)ETHNICITY:
 2)NAME: TIMOTHY TEST 13)FED. W4: FD N S 0
 3)ADDR: 123 EASY STREET 14)TAX ST1: AZ 17
 4)CITY: FAIRBANKS 15)TAX ST2:
 5)STATE: AK 6)ZIP-CODE : 99712 16)COMMENT:
 7)HIRED LOC: FAI 8)HIRED ST.: AK
 9)COH: 10)I-9: TAX : AFS-AK328 02/03/99 11:47AM
 INFO: AFS-AK328 02/03/99 11:47AM

1)INCIDENT#: AK-AKD-B151 2)AREA: AK 3)ORG: 328
 4)ACTIVITY: 2821 5)PROG ELE: 00 6)PROJECT#: B151
 7)TITLE: FFT2 8)AD RATE: 3 9)PAY: \$11.11
 10)COMM: \$50.00 11)MEAL: \$12.00 12)LODGE: \$0.00

COLUMN 1 OF 1

	MO	DAY	START	STOP	HOURS		MO	DAY	START	STOP	HOURS
(1)	6	1	8	16	8	(5)					
(2)	6	2	8	16	8	(6)					
(3)						(7)					

(4) TOTAL HOURS: 16.00
 GROSS AMOUNT: \$177.76

C TO CORRECT THIS COLUMN

D FOR DONE WORKING WITH COLUMNS, A OR CR TO ADD COLUMNS, E=END:

"C" allows corrections to the column displayed. If multiple columns exist in the record the prompt would allow you to scroll ("F" = Forward, "B" = Backward) through the columns.

"D" concludes column entry and displays the adjustment screen.

"A" or "CR" allows entry of additional columns.

"E" aborts the session, prompts "ARE YOU SURE?", deletes data input and returns to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

1.3 ADJUSTMENTS

```
***** EMERGENCY FIRE FIGHTER PAYROLL ENTRY  AFS-AK328-105 *****
1)SSN : 111-11-1111          11)SEX:          12)ETHNICITY:
2)NAME: TIMOTHY TEST         13)FED. W4:  FD N S  0
3)ADDR: 123 EASY STREET      14)TAX ST1:  AZ N          17
4)CITY: FAIRBANKS           15)TAX ST2:
5)STATE:      AK            6)ZIP-CODE : 99712  16)COMMENT:
7)HIRED LOC: FAI            8)HIRED ST.: AK
9)COH:              10)I-9:      TAX : AFS-AK328 02/03/99 11:24AM
                               INFO: AFS-AK328 02/03/99 09:42AM
```

PAY PERIOD	BIWEEKLY	CURRENT	YTD(02/03/99)	WAGE ADJUSTMENTS
TAXABLE WAGES:	\$177.76	\$177.76	1)COMMISSARY:	\$50.00
FEDERAL TAX:	\$11.38	\$11.38	2)MEALS:	\$12.00
STATE 1 TAX:	\$1.93	\$1.93	3)LODGING:	\$0.00
STATE 2 TAX:	\$0.00	\$0.00		
AFTER TAXES:	\$164.45	\$164.45	4)GARNISHMENT:	\$ 0.00
			C)CHECK #:	NO CHECK PRINTED

TO CHANGE-ENTER G=GARNISHMENT C=CHECK# CR=CONTINUE,E=END :

"G" Allows input of value calculated for garnishment deduction.

"E" aborts the session, prompts "ARE YOU SURE?", deletes data input and returns to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

"CR" recalculates net pay and redisplay the screen based upon the adjustments entered.

The following screen is displayed:

1.4 EMPLOYEE PAYROLL TOTAL

***** EMERGENCY FIRE FIGHTER PAYROLL ENTRY AFS-AK328-105 *****

1)SSN : 111-11-1111	11)SEX:	12)ETHNICITY:
2)NAME: TIMOTHY TEST	13)FED. W4: FD N S 0	
3)ADDR: 123 EASY STREET	14)TAX ST1: AZ N	17
4)CITY: FAIRBANKS	15)TAX ST2:	
5)STATE: AK	6)ZIP-CODE : 99712	16)COMMENT:
7)HIRED LOC: FAI	8)HIRED ST.: AK	
9)COH:	10)I-9:	TAX : AFS-AK328 02/03/99 11:24AM
		INFO: AFS-AK328 02/03/99 09:42AM

PAY PERIOD BIWEEKLY	CURRENT	YTD(02/03/99)	WAGE ADJUSTMENTS
TAXABLE WAGES:	\$177.76	\$177.76	1)COMMISSARY: \$50.00
FEDERAL TAX:	\$11.38	\$11.38	2)MEALS: \$12.00
STATE 1 TAX:	\$1.93	\$1.93	3)LODGING: \$0.00
STATE 2 TAX:	\$0.00	\$0.00	
AFTER TAXES:	\$164.45	\$164.45	4)GARNISHMENT: \$0.00
ADJUSTMENT:	\$62.00	\$62.00	C)CHECK #: NO CHECK PRINTED
FEDERAL EIC:	\$0.00	\$0.00	
NET PAYABLE:	\$102.45	\$102.45	

PRESS CR TO CONTINUE OR E TO END

"E" aborts the session, prompts "ARE YOU SURE?", deletes data input and returns to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

"CR" returns to a blank OF288 input screen.

1.5 CORRECT RECORDS

To correct records, select menu option #1 from the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu, and the following screen will be displayed.

***** ENTER PAYROLL NUMBER FOR UNCOMMITTED OR NEW PAYROLLS *****

PAYROLLS	PRINT	COMMIT	TYPE
AFS-AK328-102	01/12/99		EFF
AFS-AK328-103	02/02/99		VENDOR
AFS-AK328-104			VENDOR
AFS-AK328-105			EFF
AFS-AK328-106			EFF
AFS-AK328-108			VENDOR

ENTER NUMBER OF UNCOMMITTED PAYROLL OR 'NEW', E=END AFS-AK328-108

Selection of the appropriate payroll number will display will following screen:

***** EMERGENCY FIRE FIGHTER PAYROLL ENTRY AFS-AK328-105 *****

1)SSN : 000000000	11)SEX:	12)ETHNICITY:
2)NAME:	13)FED. W4: FD	
3)ADDR:	14)TAX ST1:	
4)CITY:	15)TAX ST2:	
5)STATE:	6)ZIP-CODE :	16)COMMENT:
7)HIRED LOC:	8)HIRED ST.:	
9)COH:	10)I-9:	TAX :
		INFO:

ENTER SOCIAL SECURITY NUMBER (9#, CR=CONTINUE, E=END):

ENTER SOCIAL SECURITY NUMBER (9#, CR=CONTINUE, E=END):

If a match is not found you will be prompted for the other personnel information.

If a match is found for the SSN entered, the following screen will be displayed.

***** EMERGENCY FIRE FIGHTER PAYROLL ENTRY AFS-AK328-105 *****

1)SSN : 111-11-1111	11)SEX:	12)ETHNICITY:
2)NAME: TIMOTHY TEST	13)FED. W4: FD N S 0	
3)ADDR: 123 EASY STREET	14)TAX ST1: AZ	17
4)CITY: FAIRBANKS	15)TAX ST2:	
5)STATE: AK	6)ZIP-CODE : 99712	16)COMMENT:
7)HIRED LOC: FAI	8)HIRED ST.: AK	
9)COH:	10)I-9:	TAX : AFS-AK328 02/03/99 11:47AM
		INFO: AFS-AK328 02/03/99 11:47AM

ENTER WHETHER TO CHANGE A DATA ITEM, DELETE FROM PAYROLL OR CONTINUE.
ENTER 1-16 TO CHANGE DATA D=DELETE PAYROLL, CR=CONTINUE, E=END:

Select 1-16 to change appropriate personal data.

"D" deletes data for this payroll.

"CR" displays the following screen.

***** EMERGENCY FIRE FIGHTER PAYROLL ENTRY AFS-AK328-105 *****

```

1)SSN : 111-11-1111          11)SEX:          12)ETHNICITY:
2)NAME: TIMOTHY TEST          13)FED. W4:  FD N S    0
3)ADDR: 123 EASY STREET       14)TAX ST1:  AZ              17
4)CITY: FAIRBANKS             15)TAX ST2:
5)STATE:      AK              6)ZIP-CODE : 99712  16)COMMENT:
7)HIRED LOC: FAI              8)HIRED ST.: AK
9)COH:                10)I-9:          TAX :
                                   INFO:
1)INCIDENT#: AK-AKD-B151      2)AREA:      AK          3)ORG:          328
4)ACTIVITY:  2821             5)PROG ELE: 00          6)PROJECT#: B151
7)TITLE:      FFT2            8)AD RATE:  3          9)PAY:          $11.11
10)COMM:      $50.00          11)MEAL:      $12.00      12)LODGE:      $0.00

```

COLUMN 1 OF 1

	MO	DAY	START	STOP	HOURS		MO	DAY	START	STOP	HOURS
(1)	6	1	8	16	8	(5)					
(2)	6	2	8	16	8	(6)					
(3)						(7)					

(4) TOTAL HOURS: 16.00
GROSS AMOUNT: \$177.76

C TO CORRECT THIS COLUMN

D FOR DONE WORKING WITH COLUMNS, A OR CR TO ADD COLUMNS, E=END:

"C" allows corrections to the column displayed. If multiple columns exist in the record the prompt would allow you to scroll ("F" = Forward, "B" = Backward) through the columns.

"D" concludes column entry and displays the adjustment screen.

"A" or "CR" allows entry of additional columns.

"E" aborts the session, prompts "ARE YOU SURE?", deletes data input and returns to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

Verify that all necessary changes have been made and record the new totals if necessary on the EMERGENCY FIRE FIGHTER TIME SHEET.

CHAPTER 2

DETAIL AND PAYROLL TOTALS REPORTS

Selecting option #2 from the EMERGENCY FIRE FIGHTERS PAYROLL SYSTEM menu the following screen will be displayed.

***** EFF PAYROLL DETAIL REPORT MENU *****

(1) ONE PAYROLL FOR ONE EMPLOYEE/VENDOR

(2) ONE PAYROLL, ALL EMPLOYEES/VENDORS

(3) ONE EMPLOYEE/VENDOR, ALL PAYROLLS

(4) PAYROLL TOTALS REPORT

ENTER MENU CHOICE (1-4, E=END)

2.1 ONE PAYROLL FOR ONE EMPLOYEE/VENDOR

Generates the Detail Report for a single employee/vendor in a single payroll. This option is typically used after a payroll correction is made. When selected the following screen is displayed.

***** ENTER PAYROLL NUMBER FOR COMMITTED & UNCOMMITTED PAYROLLS *****

PAYROLLS	PRINT	COMMIT	TYPE
AFS-AK328-101	12/15/98	01/13/99	EFF
AFS-AK328-102	01/12/99		EFF
AFS-AK328-103			VENDOR
AFS-AK328-104			VENDOR
AFS-AK328-105			EFF
AFS-AK328-106			EFF
AFS-AK328-107	01/27/99		EFF

ENTER NUMBER OF PAYROLL E=END AFS-AK328-105

Select the appropriate payroll number and the following screen is displayed.

***** ENTER PAYROLL NUMBER FOR COMMITTED & UNCOMMITTED PAYROLLS *****

PAYROLLS	PRINT	COMMIT	TYPE
AFS-AK328-101	12/15/98	01/13/99	EFF
AFS-AK328-102	01/12/99		EFF
AFS-AK328-103			VENDOR
AFS-AK328-104			VENDOR
AFS-AK328-105			EFF
AFS-AK328-106			EFF
AFS-AK328-107	01/27/99		EFF

ENTER SOCIAL SECURITY NUMBER (9#, CR=CONTINUE, E=END): 000000000

Enter the SSN of the requested report and a Hold Entry Number will be displayed. Notate the Hold Entry Number and return to the spooler for printing. See example of Detail Report on page 25.

02/03/99

PAYROLL: AFS-AK328-105

PAGE 1

Name: TIMOTHY TEST

HIRED AT STATE: AK

Address: 123 EASY STREET

FAIRBANKS, AK 99712

SSN: 111-11-1111

COMMENT:

INCIDENT#: AK-AKD-B151

AK-328-2821-00-B151

TITLE: FFT2

AD RATE: 3 PAY: \$11.11

MO DAY START STOP HOURS

6 1 8 16 8

6 2 8 16 8

TOTAL HOURS: 16.00

GROSS AMOUNT: \$177.76

Payroll: AFS-AK328-105 Check Date No Check
Written

Pay Period Biweekly Current Year to
Date(02/03/99)

Taxable Wages	\$177.76	\$177.76
Federal Tax Withheld	\$11.38	\$11.38
AZ Tax Withheld		\$1.93
State Tax Withheld (AZ)	\$1.93	\$1.93
Commissary Deductions	\$50.00	\$50.00
Meal Deductions	\$0.00	\$0.00
Lodging Deductions	\$0.00	\$0.00
Garnishment Deductions	\$0.00	\$0.00
Commissary Refund	\$0.00	\$0.00
Earned Income Credit (EIC)	\$0.00	\$0.00
Net Pay	\$114.45	\$114.45

2.2 ONE PAYROLL, ALL EMPLOYEES/VENDOR

Generates the Detail Report for all employees/vendors in a payroll. This option is used upon completion of OF288 input for a payroll. This report is used to audit data input. When selected the following screen is displayed.

***** ENTER PAYROLL NUMBER FOR COMMITTED & UNCOMMITTED PAYROLLS *****

PAYROLLS	PRINT	COMMIT	TYPE
AFS-AK328-101	12/15/98	01/13/99	EFF
AFS-AK328-102	01/12/99		EFF
AFS-AK328-103			VENDOR
AFS-AK328-104			VENDOR
AFS-AK328-105			EFF
AFS-AK328-106			EFF
AFS-AK328-107	01/27/99		EFF

ENTER NUMBER OF PAYROLL E=END AFS-AK328-107

Select the appropriate payroll number and a Hold Entry Number will be display. Notate the Hold Entry Number and return to the spooler for printing. See example of Detail Report on page 25.

2.3 ONE EMPLOYEE/VENDOR, ALL PAYROLLS

Generates a Detail Report for one employee/vendor in all payrolls. It is a detail of all time and wages paid. When selected the following screen is displayed.

***** EFF PAYROLL DETAIL REPORT MENU *****

- (1) ONE PAYROLL FOR ONE EMPLOYEE/VENDOR
- (2) ONE PAYROLL, ALL EMPLOYEES/VENDOR
- (3) ONE EMPLOYEE/VENDOR, ALL PAYROLLS
- (4) PAYROLL TOTALS REPORT

ENTER SOCIAL SECURITY NUMBER (9#, CR=CONTINUE, E=END): 000000000

Enter the SSN of the requested report and a Hold Entry Number will be display. Notate the Hold Entry Number and return to the spooler for printing. See example of Detail Report on page 25.

2.4 PAYROLL TOTALS REPORT

Generates a Payroll Totals Report which is used to balance payrolls. See SOP. Upon selection the following screen will be displayed.

***** ENTER PAYROLL NUMBER FOR COMMITTED & UNCOMMITTED PAYROLLS *****

PAYROLLS	PRINT	COMMIT	TYPE
AFS-AK328-101	12/15/98	01/13/99	EFF
AFS-AK328-102	01/12/99		EFF
AFS-AK328-103			VENDOR
AFS-AK328-104			VENDOR
AFS-AK328-105			EFF
AFS-AK328-106			EFF
AFS-AK328-107	01/27/99		EFF

ENTER NUMBER OF PAYROLL E=END AFS-AK328-105

Select the appropriate payroll number and a Hold Entry Number will be display. Notate the Hold Entry Number and return to the spooler for printing. See example of Payroll Totals Report on page 29.

CHARGE CODE TOTALS FOR EFF PAYROLL AFS-AK328-105

CHARGE CODE	GROSS	HOURS
AK-328-2821-00-B151	177.76	16.00
	=====	=====
TOTAL	177.76	16.00

PAYROLL TOTALS FOR PAYROLL AFS-AK328-105

TOTAL GROSS	AMOUNT	177.76
TAXES WITHHELD	AMOUNT	13.31
COMMISSARY	AMOUNT	50.00
MEAL	AMOUNT	0.00
LODGING	AMOUNT	0.00
GARNISHMENT	AMOUNT	0.00
AFTER DEDUCTIONS		114.45
COMM REFUND	AMOUNT	0.00
EIC CREDIT	AMOUNT	0.00
CHECKS TOTAL	AMOUNT	114.45

2.6 SPOOLING REPORTS

When the Spooler is invoked the first prompt will be for printer selection. Hold Entry #'s will then be displayed in numerical sequence. A variety of options are available for each Hold Entry # and are defined below.

HOLD ENTRY #

DISPLAY? (Y/N/S/D/X/(CR))?

<u>RESPONSE</u>	<u>EFFECT</u>
-----------------	---------------

Y	Displays the first 500 characters of the hold file.
N	Skip to the next prompt (STRING).
S	Skip to prompt SPOOL.
D	Skip to prompt DELETE
X	Return to MENU
(CR)	Skip to next Hold Entry

STRING: -

<u>RESPONSE</u>	<u>EFFECT</u>
-----------------	---------------

(CR)	Skip to next prompt (SPOOL)
TEXT	Scans until "TEXT" is found in the hold file and prints report starting at that location. For example: enter "999-99-9999" and the report starts printing at the first occurrence of this SSN.

SPOOL (Y/N=CR/T/TN/F)?

<u>RESPONSE</u>	<u>EFFECT</u>
-----------------	---------------

Y	Print the report on the specified printer.
N	Skip to next prompt (DELETE).
(CR)	Skip to next prompt (DELETE).
T	Out to terminal, pausing at the end of each page until the "CR" is hit.
TN	Output to terminal with <u>NO</u> pause at the end of each page.
F	Do not use

DELETE (Y/N=CR)?

RESPONSE EFFECT

Y	Delete the hold file from the spooler. SELECT THIS OPTION AFTER EACH REPORT HAS BEEN PRINTED.
N	Skip to next hold entry in the spooler.
(CR)	Skip to next hold entry in the spooler.

CHAPTER 3

PRINTING CHECKS

After the payroll has been verified and the totals have been balanced, payroll checks can be printed. Printing of payroll checks also includes the printing of an envelope and a wage and earnings statement for each fire fighter.

Select Option #3 for the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu. The following screen will be displayed.

***** ENTER PAYROLL NUMBER FOR UNCOMMITTED OR TEST PAYROLLS *****

PAYROLLS	PRINT	COMMIT	TYPE
AFS-AK328-102	01/12/99		EFF
AFS-AK328-103			VENDOR
AFS-AK328-104			VENDOR
AFS-AK328-105			EFF
AFS-AK328-106			EFF
AFS-AK328-107	01/27/99		EFF

ENTER NUMBER OF UNCOMMITTED PAYROLL OR 'TEST' E=END AFS-AK328-107

"E" will return to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

"TEST" will generate three test checks to verify alignment of the printer.

The next sequential payroll number will be displayed as the default, CR to accept. To change default, type over and CR.

The following screen will be displayed.

Responding “Y” or “N” will display the next prompt or “E” to return to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

***** GENERATE CHECKS, WES, AND/OR ENVELOPES *****

PAYROLL NUMBER :AFS-AK328-135 CHECK DATE: 11 22 99

ENTER E TO END AT ANY TIME

DO YOU WISH TO GENERATE CHECKS WITH WES? n

DO YOU WISH TO PRINT WES ONLY? n

DO YOU WISH TO PRINT ENVELOPES? y

P=DO ENTIRE PAYROLL, S=PROMPT BY SSN? P

NO CHECKS GENERATED

Hold Entry # 6

PRESS CR TO CONTINUE

Enter "P" for entire payroll, "S" for individual SSN, or "E" to return to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

***** GENERATE CHECKS, WES, AND/OR ENVELOPES *****

PAYROLL NUMBER :AFS-AK328-135 CHECK DATE: 11 22 99

CHECKS HAVE BEEN ISSUED FOR THIS PAYROLL

DO YOU WISH TO GENERATE CHECKS WITH WES? Y

Enter "Y" to issue Wage and Earnings Statements and the following prompts will be displayed.

***** GENERATE CHECKS, WES, AND/OR ENVELOPES *****

PAYROLL NUMBER :AFS-AK328-135 CHECK DATE: 11 22 99

ENTER E TO END AT ANY TIME CHECKS HAVE BEEN ISSUED FOR THIS PAYROLL
DO YOU WISH TO GENERATE CHECKS WITH WES? Y
BEGINNING CHECK NUMBER IS 401400009040
IS THE BEGINNING CHECK NUMBER CORRECT (Y=YES, N=NO)? y
NUMBER OF LINES TO ADVANCE SINGLE SHEET CHECKS 0

NUMBER OF LINES TO ADVANCE WES BEFORE ADDRESS 10

DO YOU WISH TO PRINT ENVELOPES? y

P=DO ENTIRE PAYROLL, S=PROMPT BY SSN? P

HOLD ENTRY FOR CHECKS
HOLD ENTRY FOR ENVELOPES
HOLD ENTRY FOR WAGE AND EARNING STATEMENT

Verify beginning check number. If "Y" you will proceed to the next prompt. If "N" you will be notified to correct the starting check number in Menu Option # 12, option #12.

Verify payroll number.

Options will default from the previous payroll. If the default is correct, hit "CR".

Enter the number of lines to advance the single sheet checks (0-9), "E" will return to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

Enter the number of lines to advance before the address on the Wage and Earnings Statement. This will allow folding for window envelopes. "E" will return to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

PRINT ENVELOPES? Type "Y" to print envelopes for the checks. Type "N" if envelopes are not required or "E" to return to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

Enter "P" for entire payroll, "S" for individual SSN, or "E" to return to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

If checks have been previously issued for this payroll you will be notified after the check date.

After all options are completed and the file sorts the following screen will be displayed.

***** GENERATE CHECKS, WES, AND/OR ENVELOPES *****

PAYROLL NUMBER :AFS-AK328-135 CHECK DATE: 11 22 99

ENTER E TO END AT ANY TIME CHECKS HAVE BEEN ISSUED FOR THIS PAYROLL
DO YOU WISH TO GENERATE CHECKS WITH WES? Y
BEGINNING CHECK NUMBER IS 401400009040
IS THE BEGINNING CHECK NUMBER CORRECT (Y=YES, N=NO)? y
NUMBER OF LINES TO ADVANCE SINGLE SHEET CHECKS 0

NUMBER OF LINES TO ADVANCE WES BEFORE ADDRESS 10

DO YOU WISH TO PRINT ENVELOPES? y

P=DO ENTIRE PAYROLL, S=PROMPT BY SSN? P

HOLD ENTRY FOR CHECKS
HOLD ENTRY FOR ENVELOPES
HOLD ENTRY FOR WAGE AND EARNING STATEMENT

CHECK #401400009035/ENV/WES FOR
SSN:222222222 NAME:GREG CURTIS ALREADY ISSUED.
DO YOU WANT TO PRINT A NEW #:401400009040 (Y=YES, N,CR=CONTINUE, E=END)?

If you require another check for this individual type "Y", EFF-PAY will void the first check and issue another. Type "N" if another check is not required or "E" to return to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

You will receive this prompt for each individual who has already received a check in this payroll.

Notate the hold entry numbers and return to the spooler for printing.

CHAPTER 4

PAYMENT VOUCHER/CHECK REGISTER/SF1166

The Payment Voucher provides financial data for input into the Federal Financial System (FFS). The SF1166 and check register are the documents required by the Department of Treasury on the disbursement of funds. After generation and printing of all payroll checks for a specified pay period select Option #4 from the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu and the following screen will be displayed.

***** ENTER PAYROLL NUMBER FOR CHECK ISSUED PAYROLLS *****

PAYROLLS	PRINT	COMMIT	TYPE
AFS-AK328-101	12/15/98	01/13/99	EFF
AFS-AK328-102	01/12/99		EFF
AFS-AK328-107	01/27/99		EFF

ENTER NUMBER OF PRINTED PAYROLL E=END AFS-AK328-107

"E" will return the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

"CR" will accept the default payroll that is displayed. To change payroll number, type over the default and hit "CR".

The following screen and prompts will be displayed as the Payment Voucher, Check Register and SF1166 are generated and sent to the spooler.

***** PRINT VOUCHER, CHECK REGISTER, SF1166 ROUTINE *****

PAYROLL IS: BLM-328-119

L310F0119 TREASURY CHECK REGISTER GENERATED.....PRINT A COPY? Y

L310F0119 SIGNOFF COPY OF CHECK REGISTER GENERATED...PRINT A COPY? Y

L310F0119 SF1166 GENERATED.....PRINT A COPY? Y

L310F0119 GENERATE/PRINT A COPY OF THE PAYMENT VOUCHER?..... Y

GETTING PAY RECORDS FOR PAYROLL BLM-328-119

HOLD ENTRY NUMBER IS:Hold Entry # 26

Notate of the Hold Entry Number. Return to the spooler and print the reports. Forward the Payment Voucher to the specified finance center or enter into the finance system as appropriate. The Check Register and SF1166 are forwarded the Department of Treasury. The Sign Off copy of the Check Register is signed by fire fighters as checks are handed out and then filed with payroll records.

CHAPTER 5

COMMIT PAYROLL

Payrolls are committed when all checks have been signed, Payment Voucher has been printed and submitted to finance and the SF1166 and Check Register have been sent to the Department of Treasury. Payrolls can only be committed when all check for the payroll have been printed. Payrolls must be committed before withheld taxes can be disbursed to the IRS and the states. Entry of OF288 in a new payroll will not be allowed if the SSN is in an uncommitted payroll. Payroll changes are not allowed in committed payrolls. Selection of Menu Option #5 from the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu will display the following screen.

<i>PAYROLLS</i>	<i>PRINT</i>	<i>COMMIT</i>	<i>TYPE</i>
<i>AFS-AK328-102</i>	<i>01/12/99</i>		<i>EFF</i>
<i>AFS-AK328-107</i>	<i>01/27/99</i>		<i>EFF</i>

ENTER NUMBER OF UNCOMMITTED PAYROLL E=END AFS-AK328-107

Select the default or enter the payroll number to be committed and the following screen will be displayed.

COMMIT PAYROLL IS: AFS-AK328-107

L310F9107 PAYROLL AFS-AK328-107 IS COMMITTED
PRESS CR TO CONTINUE

PLEASE WAIT WHILE EFF PAYROLL AND PERSONNEL RECORDS ARE SORTED.....

Once the payroll is committed, press "CR" to return to the EMERGENCY FIRE
FIGHTER PAYROLL SYSTEM menu.

CHAPTER 10

VIEW COMMITTED PAYROLLS

To view data in committed payrolls select Option # 10 from the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu and the following screen will be displayed.

***** ENTER PAYROLL NUMBER FOR COMMITTED PAYROLLS *****

PAYROLLS	PRINT	COMMIT	TYPE
--			
AFS-AK328-101	12/15/98	01/13/99	EFF
AFS-AK328-107	01/27/99	01/28/99	EFF

ENTER AGENCY-OFFICE-NUMBER OF COMMITTED PAYROLL E=END: AFS-AK328-107

Payrolls for all offices/agencies will be displayed.

Select the default or enter the payroll that you wish to view and the following screen will be displayed.

***** RECORD VIEW PROGRAM AFS-AK328-107 *****

1)SSN : 000000000 11)SEX: 12)ETHNICITY:
 2)NAME: 13)FED. W4: FD
 3)ADDR: 14)TAX ST1:
 4)CITY: 15)TAX ST2:
 5)STATE: 6)ZIP-CODE : 16)COMMENT:
 7)HIRED LOC: 8)HIRED ST.:
 9)COH: 10)I-9: TAX :
 INFO:

ENTER SOCIAL SECURITY NUMBER (9#, CR=CONTINUE, E=END):

Enter the SSN of the individual you wish to view and hit the "CR", the following screen will be displayed.

***** RECORD VIEW PROGRAM AFS-AK328-107 *****

1)SSN : 111-11-1111 11)SEX: 12)ETHNICITY:
 2)NAME: TIMOTHY TEST 13)FED. W4: FD Y
 3)ADDR: 123 EASY STREET 14)TAX ST1: AK
 4)CITY: FAIRBANKS 15)TAX ST2:
 5)STATE: AK 6)ZIP-CODE : 99712 16)COMMENT:
 7)HIRED LOC: 8)HIRED ST.: AK
 9)COH: 10)I-9: TAX :
 INFO: AFS-AK328 01/27/99 03:52PM
 1)INCIDENT#: AK-328-B151 2)AREA: AK 3)ORG: 328
 4)ACTIVITY: 2821 5)PROG ELE: 00 6)PROJECT#: B151
 7)TITLE: FFT2 8)AD RATE: 3 9)PAY: \$11.11
 10)COMM: \$50.00 11)MEAL: \$12.00 12)LODGE: \$0.00

COLUMN 1 OF 1

	MO	DAY	START	STOP	HOURS
(1)	6	1	8	16	8

(2)	6	2	8	16	8
-----	---	---	---	----	---

(3)

(4)

(5)

(6)

(7)

TOTAL HOURS: 16.00
 GROSS AMOUNT: \$177.76

CR=CONTINUE: :

Hit "F" to go forward or "B" to go backwards through the columns if multiple columns exist or "CR" to scroll through the record. The following screen will be displayed.

```
***** RECORD VIEW PROGRAM  AFS-AK328-107 *****
1)SSN : 111-11-1111          11)SEX:          12)ETHNICITY:
2)NAME: TIMOTHY TEST         13)FED. W4:  FD Y
3)ADDR: 123 EASY STREET      14)TAX ST1:  AK
4)CITY: FAIRBANKS           15)TAX ST2:
5)STATE:  AK                6)ZIP-CODE : 99712  16)COMMENT:
7)HIRED LOC:                8)HIRED ST.: AK
9)COH:                      10)I-9:          TAX :
                               INFO: AFS-AK328 01/27/99 03:52PM
```

PAY PERIOD BIWEEKLY	CURRENT	YTD(01/28/99)	WAGE ADJUSTMENTS
TAXABLE WAGES:	\$177.76	\$177.76	1)COMMISSARY: \$50.00
FEDERAL TAX:	\$0.00	\$0.00	2)MEALS: \$12.00
STATE 1 TAX:	\$0.00	\$0.00	3)LODGING: \$0.00
STATE 2 TAX:	\$0.00	\$0.00	
AFTER TAXES:	\$177.76	\$177.76	4)GARNISHMENT: \$0.00
ADJUSTMENT:	\$62.00	\$62.00	C)CHECK #: 310999925901
FEDERAL EIC:	\$0.00	\$0.00	
NET PAYABLE:	\$115.76	\$115.76	

PRESS CR TO CONTINUE OR E TO END

Hitting a "CR" will request another SSN within this payroll and "E" will prompt "ARE YOU SURE?" Responding with "Y" will return you to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu. No data will be lost.

CHAPTER 11

ADD/UPDATE PERSONNEL/VENDOR RECORD

Emergency Fire Fighter personnel or vendor information, including W4, W5 and state tax data can be entered prior to receipt of OF288's. This information should be forwarded to you from your hiring units as soon as testing and training is complete prior to fire season. Upon receipt, it is recommended that this information be entered into EFF-PAY to save critical time when processing payrolls. Selection of Option # 11 from the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu will display the following screen.

WILL THIS BE V=VENDOR OR F=EFF DATA ENTRY?F

Select "F" for fire fighter and the following screen will be displayed.

***** PERSONNEL INFORMATION UPDATE PROGRAM *****

1)SSN : 000000000	11)SEX:	12)ETHNICITY:
2)NAME:	13)FED. W4: FD	
3)ADDR:	14)TAX ST1:	
4)CITY:	15)TAX ST2:	
5)STATE:	6)ZIP-CODE :	16)COMMENT:
7)HIRED LOC:	8)HIRED ST.:	
9)COH:	10)I-9:	TAX :
		INFO:

ENTER SOCIAL SECURITY NUMBER (9#, CR=CONTINUE, E=END):

1. ENTER SOCIAL SECURITY NUMBER: 9 numbers, no hyphens, (111111111).

A search is performed, if a match is found, the personal data is displayed on the screen. Verify the displayed name with the name on the time sheet. If a discrepancy exists, research to verify which name and SSN is correct. **CAUTION: SSN and names are entered from the W4 information provided by the fire fighter. The information on the W4 is the official record for the SSN and name. DO NOT change SSN or name based upon the information provided on an OF288 unless it is signed and requested by the fire fighter.** To correct the existing SSN based upon new tax information, select #1 from the prompt:

ENTER 1-16 TO CHANGE DATA, CR=CONTINUE, E=END:

This will allow correction of the SSN as well as correct any payroll data that exists for this individual. After the SSN has been corrected continue with data input.

If the SSN is incorrect on the timesheet, make manual corrections, select "N" to the prompt "DO YOU WISH TO INPUT DATA NOW?" and select menu Option #1, EFF PAYROLL DATA INPUT to enter the corrected SSN.

If the SSN and Name match the time sheet verify the remaining personal data and make changes as appropriate.

If a match is not found the following prompts will be displayed:

2. ENTER NAME: up to 30 characters, (FIRST MI LAST).
3. ENTER ADDRESS: up to 30 characters.
4. ENTER CITY: up to 20 characters.
5. ENTER STATE: up to 20 characters.
6. ENTER ZIP: 5 numbers.
7. ENTER HIRED AT: 3 characters, must exist in the 3-LETTER DESIGNATOR CONTROL FILE.
8. ENTER HIRED AT STATE: 2 characters.

9. ENTER COH: condition of hire on file (CR=Y, N)
10. ENTER I-9: (CR=Y, N)
11. ENTER SEX: 1 character (not a required field, hit CR to bypass).
12. ENTER ETHNICITY: 1 character (not a required field, hit CR to bypass).
13. ENTER FED (W4): Enter the following federal tax information from the W4 form.

ENTER WHETHER EXEMPT FROM FEDERAL TAX:
Y=YES, N=NO, E=END:
LEAVE BLANK IF NO FORM ON FILE

ENTER MARTIAL STATUS: S=SINGLE M=MARRIED
E=END:
LEAVE BLANK IF NO FORM ON FILE

ENTER NUMBER OF EXEMPTIONS 0-999 E=END:
LEAVE BLANK IF NO FORM ON FILE

ENTER ADDITIONAL TAX AMOUNT 0-9999 E=END
LEAVE BLANK IF NO FORM ON FILE

ENTER EIC STATUS EO=EMPLOYEE ONLY
ES=EMPLOYEE AND SPOUSE E=END
LEAVE BLANK IF NO FORM ON FILE

14. ENTER TAX ST1: Enter the following state tax information from the first state tax form.

ENTER FIRST TAXING STATE POSTAL CODE (XX
OR E=END):
LEAVE AS HIRED AT STATE IF NO FORM ON FILE

ENTER WHETHER EXEMPT FROM STATE TAX:
Y=YES, N=NO, E=END
LEAVE BLANK IF NO FORM ON FILE

ENTER MARITAL STATUS(S=SINGLE,
M=MARRIED,H OR HH=HEAD OF
HOUSEHOLD,MB=MARRIED BOTH WORK,

MJ=MARRIED,FILING JOINTLY, MO=MARRIED
ONE WORKS, MS=MARRIED FILING
SEPARATELY, QW=QUALIFYING WIDOW, 0=NO
EXEMPTION(ALABAMA ONLY), E=END).
LEAVE BLANK IF NO STATE FORM ON FILE

ENTER NUMBER OF EXEMPTIONS (0-999,
E=END):
LEAVE BLANK IF NO STATE FORM ON FILE

ENTER ADDITIONAL TAX AMOUNT (0-9999,
E=END):
LEAVE BLANK IF NO STATE FORM ON FILE

ENTER PERSONAL EXEMPTION(0, 1, OR 2,
E=END):
LEAVE BLANK IF NO STATE FORM ON FILE

If taxing state = AZ, the following prompt will be
displayed:
ENTER STATE PERCENTAGE (10,17,20,22,28,32,
OR E=END):

15. ENTER TAX ST2: Enter the following state tax information from the
second state tax form.

ENTER SECOND TAXING STATE POSTAL CODE
E=END):
LEAVE BLANK IF NO SECOND TAXING STATE

ENTER WHETHER EXEMPT FROM STATE TAX:
Y=YES, N=NO, E=END
LEAVE BLANK IF NO FORM ON FILE

ENTER MARITAL STATUS(S=SINGLE,
M=MARRIED,H OR HH=HEAD OF
HOUSEHOLD,MB=MARRIED BOTH WORK,
MJ=MARRIED,FILING JOINTLY, MO=MARRIED
ONE WORKS, MS=MARRIED FILING
SEPARATELY, QW=QUALIFYING WIDOW, 0=NO
EXEMPTION(ALABAMA ONLY), E=END).
LEAVE BLANK IF NO STATE FORM ON FILE

ENTER NUMBER OF EXEMPTIONS (0-999,
E=END):
LEAVE BLANK IF NO STATE FORM ON FILE

ENTER ADDITIONAL TAX AMOUNT (0-9999,
E=END):
LEAVE BLANK IF NO STATE FORM ON FILE

ENTER PERSONAL EXEMPTION(0, 1, OR 2,
E=END):
LEAVE BLANK IF NO STATE FORM ON FILE

16. COMMENTS: Enter any comment pertinent to this individual, i.e. tax levies, garnishment, etc. 25 characters

After items 1 - 16 have been completed the following information is displayed.

TAX : AFS-AK328 12/16/98 06:23PM
INFO: AFS-AK328 12/16/98 06:23PM

TAX: Identifies input or last update of location, date and time of tax information for this SSN.

INFO: Identifies input of last update of location, date and time of personal information for this SSN.

And the following prompt is displayed:

ENTER 1-16 TO CHANGE DATA, CR=CONTINUE, E=END:

Select 1-16 to correct the personal data entered (e.g. NAME, ADDRESS, etc.).

"E" aborts the session, prompts "ARE YOU SURE?", deletes the data input and returns to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

"CR" saves the record and displays the following screen for your continued input.

***** PERSONNEL INFORMATION UPDATE PROGRAM *****

1)SSN : 000000000	11)SEX:	12)ETHNICITY:
2)NAME:	13)FED. W4: FD	
3)ADDR:	14)TAX ST1:	
4)CITY:	15)TAX ST2:	
5)STATE:	6)ZIP-CODE :	16)COMMENT:
7)HIRED LOC:	8)HIRED ST.:	
9)COH:	10)I-9:	TAX :
		INFO:

ENTER SOCIAL SECURITY NUMBER (9#, CR=CONTINUE, E=END):

CHAPTER 12

PV MASTER INFO UPDATE

EFF-PAY PAYMENT VOUCHER MAINTENANCE PROGRAM (Option #12) of the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu allows:

1. Initial set-up of Payment Voucher Master Information.
2. Maintenance and update of existing Payment Voucher Master Information.

When Option #12 is entered the following screen will be displayed.

BUREAU OF LAND MANAGEMENT ENTRY DATE 01/07/00
EFF-PAY PAYMENT VOUCHER MAINTENANCE PROGRAM

1	DIVISION:	AK
2	ID NUMBER:	L310F0VB
3	FISCAL YEAR:	00
4	AGENCY STATION NUMBER:	14-11-0008
5	OFFICE CODE:	AK328
6	CERTIFYING OFFICER:	VERONICA BELTON
7	CO'S PHONE NUMBER:	907-356-5525
8	ASSISTANT DISBURSING OFFICER:	VERONICA BELTON
9	ADO'S PHONE NUMBER:	907-356-5525
10	ADO'S SSN (FOREST SERVICE ONLY):	- -
11	AGENCY (AFS,BIA,BLM,BOR,FS,NPS):	AFS
12	EDIT CHECK LOG/CURRENT CHECK NUMBER	
13	DEPARTMENT NAME:	DEPARTMENT OF THE INTERIOR
14	AGENCY NAME:	BUREAU OF LAND MANAGEMENT
15	OFFICE NAME:	ALASKA FIRE SERVICE
16	STREET ADDRESS:	P.O. BOX 35005
17	CITY, STATE ZIP:	FORT WAINWRIGHT, AK 99703

ENTER LINE NUMBER OF ITEM TO CHANGE OR E OR ENTER KEY TO END:

Select the line number of the information to be input or updated.

1. ENTER DIVISION: 2 characters
2. ENTER ID NUMBER: 8 characters

3. ENTER FISCAL YEAR: 2 numbers
4. ENTER AGENCY STATION NUMBER: 10 characters
5. ENTER OFFICE CODE: 5 characters (BLM), 3 characters (BIA), 4 characters (NPS), 4 characters (FS).
6. ENTER CERTIFYING OFFICER: 30 characters
7. ENTER CERTIFYING OFFICER'S PHONE NUMBER: 15 characters
8. ENTER ASSISTANT DISBURSING OFFICER: 30 characters
9. ENTER ASSISTANT DISBURSING OFFICER'S PHONE NUMBER: 15 characters
10. FS Only: ENTER SSN OF ADO: 9 characters
11. ENTER AGENCY (AFS, BLM, BIA, NPS, FWS): 3 characters
12. ENTER 12 TO EDIT CHECK INFORMATION: (See screen prompts below)
13. ENTER DEPARTMENT:
14. ENTER AGENCY:
15. ENTER OFFICE:
16. ENTER ADDRESS:
17. ENTER CITY, STATE, AND ZIP:

START NUMBER	ENDING NUMBER	DATE RECEIVED	DATE USED UP
--------------	---------------	---------------	--------------

01) 401400009000	401400009500	11/09/99	
------------------	--------------	----------	--

CURRENT STARTING CHECK NUMBER IS: 401400009040

ENTER INDEX NUMBER OF ENTRY TO CHANGE OR DELETE OR SELECT

A=ADD A NEW ENTRY; S=SET WHICH CHECK # TO USE NEXT; E=END,CR=CONTINUE:

ENTER "A" To add a new box of checks. You will be requested to enter the starting check number the ending check number and date the checks were received. Do not enter dashes or spaces in the check number (4014001111111).

ENTER "S" To set the starting check number (number will be incremented when checks are printed)

ENTER "E" will return you to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

CHAPTER 13

REPORT MENU

Selection of Option #13 from the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu will display the following screen.

*****EFF/VENDOR REPORT MENU*****

ALL SEARCH FIELDS EXCEPT DATES ACCEPT * AS A WILDCARD CHARACTER
IN A HIRED AT LOCATION SEARCH AK-* WOULD LOCATE RECORDS FOR EVERY
HIRED AT LOCATION THAT STARTED WITH AK-.
IN A REPORT BY INCIDENT # AND COSTCODE REPORT PUTTING * IN THE
INCIDENT # FIELD WOULD GET EVERY RECORD THAT MATCHED THE COST CODE
ENTRIES REGARDLESS OF THE INCIDENT #. PUTTING IN AN INCIDENT # AND
* FOR EVERY COSTCODE ENTRY WOULD GET ALL RECORDS FOR THAT INCIDENT #
REGARDLESS OF COST CODE.

- (1) REPORT BY PAYROLL, INCIDENT #, AND/OR COSTCODE
- (2) FORM STATUS SUMMARY REPORT BY HIRED AT
- (3) BOR PAYROLL TAX SUMMARY REPORT BY DATE
- (4) EMPLOYMENT SUMMARY REPORTS BY SSN OR HIRED LOCATION
- (5) FIRE TOTAL REPORT BY HIRED AT, DATE, AND PAYROLL
- (6) PERSONNEL PAID/PAYROLL REPORT BY RESIDENT STATE OR HIRED LOCATION
- (7) EIC STATUS REPORT FOR EMPLOYEES LAST UPDATED BY BLM-328
- (8) LIST OF EMPLOYEES/VENDORS PAID THIS YEAR LAST UPDATED BY BLM-328
- (9) W2 GENERATE FOR BOR
- (10) 1099 GENERATE

ENTER MENU CHOICE (1-8 E=END, CR=CONTINUE)

13.1 REPORT BY PAYROLL, INCIDENT#, AND/OR COSTCODE

Selection of Option # 1 from the REPORT MENU will display the following screen and prompts.

***** PAYROLL, INCIDENT #, AND/OR COSTCODE REPORT *****

THIS FORM SUMMARIZES THE FUNDS EXPENDED ON INCIDENTS AND/OR COSTCODES
THE AMOUNTS SUMMARIZED ARE RESTRICTED TO THE LOCAL OFFICE PAYROLLS.

DETAIL LISTING BY EMPLOYEE? N

ENTER STARTING PAYROLL:

ENTER ENDING PAYROLL:

INCIDENT#:

AREA:

ORG:

ACTIVITY:

PROG ELE:

PROJECT#:

REPORT UNCOMMITTED AMOUNTS?

REPORT PAYROLL NUMBERS?

BREAK OUT LISTING BY EMPLOYEE? Y = YES, N = NO, E=END

ENTER STARTING PAYROLL NUMBER TO SEARCH FOR OR A WILDCARD,
E= END

ENTER ENDING PAYROLL NUMBER TO SEARCH FOR OR A WILDCARD, E=
END

ENTER STARTING DATE IN MM/DD FORMAT OR E= END

ENTER ENDING DATE IN MM/DD FORMAT OR E= END

DO YOU WISH TO BREAK/FILTER BY INCIDENT # ? Y

ENTER INCIDENT NUMBER (ST-JUR-AGENCY#) EX. AK-AKD-B151,
CR=CURRENT ENTRY, E=END

ENTER STATE(2X,BLM) AREA(3X,BIA) (NOTHING,NPS),CR=CURRENT
ENTRY E=END)

ENTER OFFICE CODE OR BUDGET ORG(3X OR 4X) (CR=CURRENT ENTRY

E=END)

ENTER ACTIVITY(4X,BLM), PROGRAM CODE(5X,BIA) OR NOTHING,NPS
(CR=CURRENT E=END)

ENTER THE WORK CODE(2X) OR JOB(5X) OR PROGRAM (CR=CURRENT
ENTRY E=END)

ENTER PROJECT NUMBER (3X OR 4X, CR=CURRENT ENTRY, E=END)

REPORT UNCOMMITTED AMOUNT Y,N,E=END

REPORT PAYROLLS ON INCIDENT/CHARGE CODE Y,N,E=END

The following screen will be displayed upon completion of all the prompts. A Hold Entry Number will be displayed when the report is complete. Report generation can take a few minutes depending upon the size of the database (the database is typically very large by September).

***** PAYROLL, INCIDENT #, AND/OR COSTCODE REPORT *****

THIS FORM SUMMARIZES THE FUNDS EXPENDED ON INCIDENTS AND/OR COSTCODES
THE AMOUNTS SUMMARIZED ARE RESTRICTED TO THE LOCAL OFFICE PAYROLLS.

DETAIL LISTING BY EMPLOYEE? N

ENTER STARTING PAYROLL: * ENTER ENDING PAYROLL: *

STARTING DATE: 01/01 ENDING DATE : 01/04

DO YOU WISH TO BREAK/FILTER BY INCIDENT # ? Y

INCIDENT#: * AREA: * ORG: *

ACTIVITY: * PROG ELE: * PROJECT#: *

REPORT UNCOMMITTED AMOUNTS? N

REPORT PAYROLL NUMBERS? N

PLEASE WAIT WHILE THE REPORT IS ASSEMBLED

GETTING:

PAYROLL * TO *

INCIDENT * COSTCODE *-*-*-*-*

SPOOLING REPORT TO PRINTER

HOLD ENTRY # :Hold Entry # 23

SPOOLING PAGE 2

REPORT COMPLETED-PRESS CR TO CONTINUE

Example of Payroll, Incident # and/or Costcode Report:

***** PAYROLL, INCIDENT #, AND/OR COSTCODE REPORT PAGE 1 *****

REPORT FOR 10/01/99 TO 12/31/99 HIRED AT: *
 START PAYROLL * END PAYROLL *
 INCIDENT * COSTCODE K00-*-*-*

INCIDENT #	COST CODE	EFF PAYROLL	HOURS	VENDOR
ABC MISC	K00-441-9F200-FIRE-K400	\$3,086.60	305.00	\$0.00
AL-ALF-83007	K00-441-9F200-FIREK-400	\$143.56	18.50	\$0.00
AL-ALF-99023	K00-441-9F200-FIREK-400	\$54.32	7.00	\$0.00
AL-ALF-P83008	K00-441-9F200-FIREK-400	\$1,725.00	69.00	\$0.00
AL-ALF-P83365	K00-441-9F200-FIREK-400	\$917.12	65.00	\$0.00
AL-ALS-013	K00-441-9F200-FIREK-400	\$2,480.64	204.00	\$0.00
AR-AOC-006	K00-441-9F200-FIREK-400	\$3,961.00	233.00	\$0.00
AR-OUF-80000	K00-441-9F200-FIREK-400	\$162.00	9.00	\$0.00
AZ-ASD-C142	K00-441-9F200-FIREK-400	\$330.72	26.00	\$0.00
AZ-ASD-C182	K00-441-9F200-FIREK-400	\$173.60	15.50	\$0.00
AZ-CNF-294	K00-441-9F200-FIREK-400	\$808.48	74.50	\$0.00
AZ-COF-200	K00-441-9F200-FIREK-400	\$76.32	6.00	\$0.00
AZ-COF-FS4	K00-441-9F200-FIREK-400	\$1,460.04	129.50	\$0.00
AZ-FTA-172	K00-440-92310-K0099-396	\$69.76	8.00	\$0.00
AZ-FTA-396	K00-440-92310-K0099-396	\$24,843.02	2,406.50	\$0.00
AZ-GCP-023	K00-441-9F200-FIREK-400	\$50.88	4.00	\$0.00
AZ-GCP-093	K00-441-9F200-FIREK-400	\$426.12	33.50	\$0.00
AZ-GLP-093	K00-441-9F200-FIREK-400	\$78.40	7.00	\$0.00
AZ-TNF-001	K00-441-9F200-FIREK-400	\$1,839.60	164.25	\$0.00
AZ-TNF-227	K00-441-9F200-FIREK-400	\$273.48	21.50	\$0.00
AZ-TNF-271	K00-441-9F200-SIREK-400	\$61.60	5.50	\$0.00
AZ-TNF-286	K00-440-9F200-FIREK-400	\$1,846.90	182.50	\$0.00
AZ-TNF-865	K00-441-9F200-FIREK-400	\$6,905.32	615.50	\$0.00
AZ-TNF-5000	K00-441-9F200-FIREK-400	\$940.00	47.00	\$0.00
AZ-TNF-38600	K00-440-9F200-FIREK-400	\$2,845.60	276.25	\$0.00
AZ-TNF-38600	K00-441-9F200-FIREK-400	\$2,590.54	217.00	\$0.00
AZ-TNF-38601	K00-441-9F200-FIREK-400	\$690.00	34.50	\$0.00
AZ-TNF-53315	K00-441-9F200-FIREK-400	\$340.00	17.00	\$0.00
AZ-TNF-56443	K00-441-9F200-FIREK-400	\$200.00	10.00	\$0.00
AZ-YUD-C845	K00-441-9F200-FIREK-400	\$108.12	8.50	\$0.00
AZ-YUP-C824	K00-441-9F200-FIREK-400	\$101.76	8.00	\$0.00
CA-OSC-000203	K00-441-9F200-FIREK-400	\$1,072.72	106.00	\$0.00
CA-AB-MISC	K00-441-9F200-FIREK-400	\$0.00	0.00	\$600.00
CA-AEU-12504	K00-441-9F200-FIREK-400	\$34.98	2.75	\$0.00
CA-AEU-12728	K00-441-9F200-FIREK-400	\$207.20	18.50	\$0.00
CA-ANF-865	K00-441-9F200-FIREK-400	\$66,405.45	5,483.50	\$0.00
CA-ANF-901	K00-441-9F200-FIREK-400	\$30.36	3.00	\$0.00

*****continued

GRAND TOTALS	\$5,060,971.79	456,472.25	\$60,929.60
--------------	----------------	------------	-------------

GROSS AMOUNT TOTAL(EFF+VENDOR, DOES NOT INCLUDE UNCOMMITTED) \$5,121,901.39

13.2 **FORM STATUS SUMMARY REPORT BY HIRED AT**

Selection of Option # 2 from the REPORT MENU will display the following screen and prompts.

***** FORM STATUS SUMMARY REPORT *****

THIS FORM SUMMARIZES THE FORM (IP, COH) STATUS OF EMPLOYEES AS WELL AS
THE CURRENT ADDRESS, TAX STATUS, AND SSN OF THE EMPLOYEES FROM A PARTICULAR
HIRED AT LOCATION OR SET OF LOCATIONS.

HIRED AT LOCATION: NM-*

ENTER HIRED AT LOCATION AND/OR A WILDCARD(*) OR E= END

Example of Forms Status Summary Report

***** FORM STATUS SUMMARY REPORT FOR HIRED AT LOCATION NM-* PAGE 1 *****

NAME	SSN	COH	I9	TAX	UPDATE	FED	TAX	INFO
ADDRESS	HIRED	AT				ST	TAX	INFO
ALBERT R ABEITA	000-00-0000	N	Y	BIA-M70	05/27/99	FD	N	S 3
BOX 1487	NM-ZUA					NM		
ZUNI	NM 87327							
BENJAMIN M ABEITA	000-00-0000	Y	Y	BIA-M00	06/24/99	FD	N	S 2
PO BOX 5	NM-SPA					NM	N	
ISLETA	NM 87022							
ERIC J ABEITA	000-00-0000	N	Y	BIA-M00	06/02/99	FD	N	S 1
PO BOX 291	NM-AAO					NM		
ISLETA	NM 87022							
EVERETT ABEITA	000-00-0000	N	Y	BIA-M70	05/12/99	FD	N	S 0
BOX 413	NM-ZUA					NM		
ZUNI	NM 87327							
FREDERICK ABEITA I.	000-00-0000	Y	Y	BIA-M00	04/18/99	FD	N	S 0
PO BOX 88	NM-SPA					NM	N	
ISLETA	NM 87022							
JOHN F ABEITA	000-00-0000	Y	Y	BIA-M00	05/06/99	FD	N	M 2
PO BOX 68	NM-SPA					NM	N	
ISLETA	NM 87022							
KIRBY ABEITA	000-00-0000	Y	Y	BIA-M70	04/26/99	FD	Y	
PO BOX 611	NM-SNF					NM	N	
SANTO DOMINGO	NM 87052							

13.3 BOR PAYROLL TAX SUMMARY REPORT BY DATE

***** WAGE AND TAX SUMMARY REPORT *****

THIS FORM SUMMARIZES THE TAX TOTALS FOR A PERIOD OF TIME. ONLY THOSE AMOUNTS REPORTED TO BOR ARE INCLUDED. VENDOR PAYMENTS AND UNCOMMITTED PAYROLLS ARE NOT INCLUDED.

STARTING DATE: 01/01

ENTER STARTING DATE IN MM/DD FORMAT OR E= END

ENTER ENDING DATE IN MM/DD FORMAT OR E= END

Example of Bor Payroll Tax Summary Report By Date

***** WAGE AND TAX SUMMARY REPORT PAGE 1 *****

FOR 10/01/99 TO 10/31/99

	Wages	Taxes
Federal	\$11,474,927.35	\$1,349,378.46
EIC		\$7,655.05
<hr/>		
Totals	\$11,474,927.35	\$1,341,723.41

State Postal Code

1) AK	\$20,049.65	\$0.00
2) AL	\$6,662.50	\$0.00
3) AR	\$20,431.17	\$793.81
4) AZ	\$1,544,982.61	\$11,721.18
5) CA	\$2,986,473.79	\$93,001.20
6) CO	\$47,851.29	\$1,971.27
7) CT	\$9,080.86	\$358.62
8) FL	\$47,820.28	\$0.00
9) GA	\$13,676.25	\$740.67
10) IA	\$2,752.64	\$135.13
11) ID	\$388,916.70	\$12,761.00
12) IL	\$5,281.78	\$131.16
13) IN	\$35,336.68	\$1,170.94
14) KS	\$597.08	\$15.44
15) KY	\$38,264.08	\$1,645.50
16) ME	\$48,831.40	\$3,013.12
17) MI	\$36,644.15	\$1,455.20
18) MN	\$107,602.92	\$6,158.03
19) MO	\$4,179.56	\$136.00
20) MS	\$3,975.28	\$18.15
21) MT	\$2,080,964.42	\$50,291.87
22) NC	\$15,310.72	\$589.13
23) ND	\$151,042.46	\$959.33
24) NH	\$55,589.14	\$0.00
25) NM	\$1,586,949.97	\$67,590.05
26) NV	\$252,854.85	\$0.00
27) OH	\$23,736.64	\$859.27
28) OK	\$250,805.05	\$11,855.28
29) OR	\$1,114,738.32	\$71,544.76
30) PA	\$10,225.96	\$286.32
31) RI	\$7,555.38	\$368.87
32) SC	\$5,058.04	\$305.99
33) SD	\$232,926.40	\$0.00
34) TN	\$23,342.87	\$0.00
35) TX	\$53,632.80	\$0.00
36) UT	\$62,301.01	\$2,756.45
37) VA	\$18,834.98	\$781.99
38) VT	\$2,899.38	\$104.70
39) WA	\$90,552.30	\$0.00
40) WI	\$14,996.95	\$944.45
41) WV	\$10,411.68	\$465.80
42) WY	\$38,906.34	\$0.00

***** WAGE AND TAX SUMMARY REPORT PAGE 2 *****

Totals	\$11,473,046.33	\$344,930.68
--------	-----------------	--------------

546354149	ON	BLM-NV034-126	TAX STATES: NV,CA	WAGES: \$182.16	ARE COUNTED TWICE
558542132	ON	BLM-NV034-126	TAX STATES: NV,CA	WAGES: \$80.96	ARE COUNTED TWICE
473965348	ON	BIA-F53-128	TAX STATES: MN,IA	WAGES: 2,752.64	ARE COUNTED TWICE
525252997	ON	bia-328-123	TAX STATES: NM,CA	WAGES: \$-923.45	ARE COUNTED TWICE
585448357	ON	bia-328-123	TAX STATES: NM,CA	WAGES: \$-923.45	ARE COUNTED TWICE
526916694	ON	BIA-N00-178	TAX STATES: AZ,NM	WAGES: \$209.28	ARE COUNTED TWICE
527893487	ON	BIA-N00-178	TAX STATES: AZ,NM	WAGES: \$165.68	ARE COUNTED TWICE
526170866	ON	BIA-N00-179	TAX STATES: AZ,NM	WAGES: 3,519.00	ARE COUNTED TWICE
526339677	ON	BIA-N00-180	TAX STATES: NM,AZ	WAGES: 3,376.10	ARE COUNTED TWICE
585028337	ON	BIA-N00-180	TAX STATES: AZ,NM	WAGES: 2,125.86	ARE COUNTED TWICE
526959654	ON	bia-n00-182	TAX STATES: AZ,NM	WAGES: 2,693.48	ARE COUNTED TWICE
525474215	ON	BIA-N00-183	TAX STATES: AZ,NM	WAGES: \$74.12	ARE COUNTED TWICE
526170866	ON	BIA-N00-183	TAX STATES: AZ,NM	WAGES: \$126.00	ARE COUNTED TWICE
526339677	ON	BIA-N00-184	TAX STATES: NM,AZ	WAGES: 2,149.68	ARE COUNTED TWICE
526916694	ON	BIA-N00-184	TAX STATES: AZ,NM	WAGES: 2,127.02	ARE COUNTED TWICE
527893487	ON	BIA-N00-184	TAX STATES: AZ,NM	WAGES: 1,714.96	ARE COUNTED TWICE
570234374	ON	BIA-N00-184	TAX STATES: NM,AZ	WAGES: 2,127.02	ARE COUNTED TWICE
525151741	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
525235078	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
525253447	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
525353206	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
585048404	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
585170845	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 2,009.76	ARE COUNTED TWICE
585193725	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
585263349	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,702.40	ARE COUNTED TWICE
585370251	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
585448368	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
585448646	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
585448817	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
585449075	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 2,584.00	ARE COUNTED TWICE
585449137	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,282.40	ARE COUNTED TWICE
585449990	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,702.40	ARE COUNTED TWICE
585775986	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
585981975	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
600361390	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
540569172	ON	BIA-P13-248	TAX STATES: OR,CA	WAGES: 5,820.00	ARE COUNTED TWICE

13.4 EMPLOYMENT SUMMARY REPORT BY SSN OR HIRED LOCATION

At the end of each season EFF employees can be provided a summary report of their earnings for the year, which can be used by the employee for inquiries requested by public assistance, unemployment, energy assistance, etc. This statement cannot be used for tax purposes, a separate W-2 form will be sent in January. This report was designed for the employees convenience and to keep the number of requests that come through EFF Payroll manageable.

Select Option #4 from the EFF-PAY REPORT MENU. The following screen and prompts will be displayed.

****** GENERATE EMPLOYMENT SUMMARY LETTERS ******

THIS REPORT CONSISTS OF EMPLOYMENT SUMMARY LETTERS TAILORED TO THE GENERATING OFFICE. IT SUMMARIZES AN EFF'S EMPLOYMENT AND PAID AMOUNTS FOR THE CURRENT YEAR TO DATE. IT IS OFTEN USED AS END OF SEASON REPORT OR FOR VARIOUS PUBLIC AGENCIES.

EMPLOYMENT SUMMARY LETTERS BY LOCATION (L) OR BY SSN (S) OR E TO END

ENTER THE SOCIAL SECURITY NUMBERS FOR WHICH YOU WISH TO GENERATE LETTERS WHEN YOU ARE DONE ENTERING SSN'S JUST PRESS THE RETURN KEY OR ENTER E TO END

ENTER SOCIAL SECURITY NUMBER (9#, CR=CONTINUE, E=END):
000000000

ENTER HIRED AT LOCATION AND/OR A WILDCARD(*) OR E= END

Example of Employment Summary Report by SSN and Hired Location

01/04/00 EMERGENCY FIREFIGHTER EARNINGS TO DATE

VERONICA K. BELTON
BUREAU OF LAND MANAGEMENT
ALASKA FIRE SERVICE
P.O. BOX 35005
FT. WAINWRIGHT, AK 99703

TELEPHONE #: 907-356-5525

Name: JOE D TEST
Address: PO BOX 34
 FAIRBANKS, AK 99703

SUBJECT: EMERGENCY FIREFIGHTER EARNINGS TO DATE

USE THIS EARNINGS SUMMARY FOR INQUIRIES REQUESTED BY PUBLIC ASSISTANCE,
UNEMPLOYMENT, ENERGY ASSISTANCE, ETC. DO NOT USE THIS SUMMARY FOR TAX
PURPOSES; AN IRS STATEMENT OF EARNINGS WILL BE MAILED TO YOU BY JANUARY 31.

PLEASE NOTIFY US OF ANY CORRECTIONS TO YOUR FILE, SOCIAL SECURITY
NUMBER, OR CHANGE OF ADDRESS.

THANK YOU.

SSN: 000-00-0000

PAYROLL #	DATES	TAXABLE WAGE	FED TAX	EIC	ST TAX
BIA-M70-142	06\03-06\04	177.10	11.28	0.00	4.00
BIA-N00-169	08\25-09\05	1,558.48	284.59	0.00	155.80
BIA-M00-274	09\17-09\29	1,806.42	324.39	0.00	193.12
BIA-M00-325	11\13-11\15	323.84	17.42	0.00	10.56
BIA-M00-355	09\17-09\29	-1,806.42	-324.39	0.00	-193.12
BIA-M00-356	09\17-09\29	1,806.42	324.39	0.00	193.12

TOTALS		3,865.84	637.68	0.00	363.48

13.5 FIRE TOTAL REPORT BY HIRED AT, DATE, AND PAYROLL

Select Option #5 from the EFF-PAY REPORT MENU. The following screen and prompts will be displayed.

***** FIRE TOTALS REPORT *****

THIS FORM BREAKS OUT PAYROLL SUMMARY'S BY DATE AND HIRED LOCATION
A LINE IS GENERATED FOR EACH FIRE AND A TOTAL COMPUTED FOR EACH
HIRED LOCATION AND A GRAND TOTAL COMPUTED AT THE END.

ENTER STARTING PAYROLL: * ENTER ENDING PAYROLL:
STARTING DATE: 10/01/99 ENDING DATE : 10/31/99
HIRED AT LOCATION: NM-*

ENTER STARTING PAYROLL NUMBER TO SEARCH FOR OR A WILDCARD, E=
END
ENTER ENDING PAYROLL NUMBER TO SEARCH FOR OR A WILDCARD, E= END

ENTER STARTING DATE IN MM/DD FORMAT OR E= END

ENTER ENDING DATE IN MM/DD FORMAT OR E= END

ENTER HIRED AT LOCATION AND/OR A WILDCARD(*) OR E= END

Example of Fire Total Report by Hired at, date and Location

07 Jan 2000

PAGE 1

PROJECT TOTAL REPORT FOR LOCATION NM-* FOR DATES 10/01/99-10/31/99

HIRED AT.....	PROJECT #...	HOURS.....	GROSS.....
	400	138.75	\$1,404.15
NM-AAO		-----	-----
		138.75	\$1,404.15
	071	17.00	\$172.04
	C01	98.50	\$996.82
	C04	120.50	\$1,219.46
		-----	-----
NM-ABD		236.00	\$2,388.32
	049	153.25	\$2,605.25
	400	5767.25	\$61,231.40
		-----	-----
NM-CAF		5920.50	\$63,836.65
	400	10777.75	\$118,015.71
		-----	-----
NM-CIF		10777.75	\$118,015.71
	400	3158.00	\$32,685.41
		-----	-----
NM-GNF		3158.00	\$32,685.41
	004	4.00	\$34.88
	071	16.00	\$161.92
	170	162.00	\$1,639.44
	191	182.00	\$1,857.50
	C01	54.50	\$560.18
	C04	67.00	\$678.04
		-----	-----
NM-JIA		485.50	\$4,931.96

*****continued

TOTAL:	=====	=====	
	146956.00	\$1,511,536.33	

13.6 PERSONNEL PAID/PAYROLL REPORT BY RESIDENT STATE AND HIRED LOCATION

Select Option #6 from the EFF-PAY REPORT MENU. The following screen and prompts will be displayed.

***** PERSONNEL REPORT BY RESIDENT STATE OR HIRED LOCATION *****

THIS REPORT IS A SUMMARY OF THE PAYMENT INFORMATION FOR EVERY
EFF HIRED WITHIN A STATE OR AT ONE OR MORE LOCATIONS. IT CAN
BE USED FOR AGENCIES THAT REQUIRE A LIST OF EFF PAYROLLED AND
FOR INTERNAL REPORTING AND AUDITING.

DO YOU WISH TO SELECT BY HIRED LOCATION OR RESIDENT STATE? L=LOC,S=STATE S

ENTER HIRED AT LOCATION AND/OR A WILDCARD(*) OR E= END

ENTER RESIDENCE STATE FOR WHICH REPORT IS DESIRED. NM

DO YOU WISH TO HAVE SSN'S REPORTED? (Y OR N)N

DO YOU WISH TO HAVE AJUSTMENT AMOUNTS REPORTED? (Y OR N)Y

DO YOU WISH TO HAVE TAX/EIC AMOUNTS REPORTED? (Y OR N)N

Example of Personnel Paid/Payroll Report by Resident State or Hired Location (SSN not requested)

*****PERSONNEL REPORT BY RESIDENT STATE NM PAGE 1*****

Name: ALBERT R ABEITA
Address: BOX 1487
ZUNI, NM 87327

PAYROLL #	DATES	GROSS	FED TAX	EIC	ST TAX
BIA-M70-139	05\26-05\27	136.62	0.00	0.00	2.62

TOTALS		136.62	0.00	0.00	2.62

Name: BENJAMIN M ABEITA
Address: PO BOX 5
ISLETA, NM 87022

PAYROLL #	DATES	GROSS	FED TAX	EIC	ST TAX
BIA-M00-194	06\16-06\18	311.19	0.00	0.00	9.76

TOTALS		311.19	0.00	0.00	9.76

Name: ERIC J ABEITA
Address: PO BOX 291
ISLETA, NM 87022

PAYROLL #	DATES	GROSS	FED TAX	EIC	ST TAX
BIA-M00-164	05\21-05\28	901.60	104.09	0.00	66.00
BIA-M00-187	05\30-06\11	1,456.00	226.28	0.00	141.24
BIA-M00-205	06\13-06\25	1,405.60	212.16	0.00	134.10
BIA-M00-213	06\27-07\11	1,612.80	174.42	0.00	102.12

TOTALS		5,376.00	716.95	0.00	443.46

Name: EVERETT ABEITA
Address: BOX 413
ZUNI, NM 87327

PAYROLL #	DATES	GROSS	FED TAX	EIC	ST TAX
BIA-M70-130	04\22-04\23	101.20	0.00	0.00	1.42
BIA-M00-173	06\03-06\08	708.40	90.97	0.00	42.82
BIA-M00-285	09\30-10\10	1,482.58	263.33	0.00	145.02

TOTALS		2,292.18	354.30	0.00	189.26

Name: FREDERICK ABEITA I.
Address: PO BOX 88
ISLETA, NM 87022

PAYROLL #	DATES	GROSS	FED TAX	EIC	ST TAX
BIA-M00-142	04\12-04\27	511.02	43.53	0.00	12.98
BIA-M00-147	04\29-05\04	288.42	27.97	0.00	8.30
BIA-M00-155	05\05-05\09	566.72	69.72	0.00	28.62
BIA-M00-158	05\12-05\16	354.20	37.84	0.00	12.50
BIA-M60-335	05\17-05\28	1,310.54	215.16	0.00	120.60
BIA-M00-198	06\16-06\20	465.52	54.54	0.00	19.64
BIA-M00-199	05\31-05\31	75.90	0.00	0.00	0.56
BIA-M00-213	07\06-07\08	296.01	29.11	0.00	8.78
BIA-K00-130	09\29-10\09	1,649.56	310.09	0.00	168.74

TOTALS		5,517.89	787.96	0.00	380.72

Name: JOHN F ABEITA
 Address: PO BOX 68
 ISLETA, NM 87022

PAYROLL #	DATES	GROSS	FED TAX	EIC	ST TAX
BIA-M00-147	04\18-05\01	1,349.60	133.50	0.00	126.14
BIA-M00-157	05\02-05\15	1,545.60	162.90	0.00	153.98
BIA-M00-164	05\16-05\29	1,288.00	124.26	0.00	117.40
BIA-M00-187	05\30-06\11	1,512.00	157.86	0.00	149.20
BIA-M00-205	06\13-06\26	1,405.60	141.90	0.00	134.10
BIA-M00-213	06\27-07\11	1,612.80	92.54	0.00	102.12
BIA-M00-294	10\02-10\02	56.00	0.00	0.00	0.00
TOTALS		8,769.60	812.96	0.00	782.94

Name: MYRON V ABEITA
 Address: PO BOX 361
 LAGUNA, NM 87026

PAYROLL #	DATES	GROSS	FED TAX	EIC	ST TAX
BIA-M00-160	05\20-05\20	56.68	0.00	0.00	0.00
TOTALS		56.68	0.00	0.00	0.00

*****continued

TOTALS FOR	NM0,477,903.93	855,302.58	48,198.04	508,316.62
------------	----------------	------------	-----------	------------

13.7 EIC STATUS REPORT FOR EMPLOYEES LAST UPDATED BY YOUR OFFICE

Select Option #7 from the EFF-PAY REPORT MENU. The following screen and prompts will be displayed.

*****EIC STATUS REPORT FOR BIA-C52*****

THIS REPORT CONTAINS THE NAMES OF FIREFIGHTERS WHOSE TAX INFORMATION WAS LAST UPDATED BY YOUR OFFICE. ONLY FIREFIGHTERS WHO FILED W-5 FORMS (EIC) ARE LISTED IN THE REPORT. ALL THESE ENTRIES SHOULD BE REVIEWED FOR CORRECTNESS. MENU ITEM 11 IN EFF-PAY CAN BE USED TO CORRECT RECORDS.

EXAMINE THE REPORT FOR FURTHER DETAILS.

Example of EIC Status Report for Employees Last Updated by Your Location

*****EIC STATUS REPORT FOR BIA-C52 PAGE 1*****

THIS REPORT CONTAINS THE NAMES OF FIREFIGHTERS WHOSE TAX INFORMATION WAS LAST UPDATED BY YOUR OFFICE. ONLY FIREFIGHTERS WHO FILED W-5 FORMS (EIC) ARE LISTED IN THE REPORT. ALL THESE ENTRIES SHOULD BE REVIEWED FOR CORRECTNESS. MENU ITEM 11 IN EFF-PAY CAN BE USED TO CORRECT RECORDS. THE INFORMATION ON HOW TO ENTER EIC FILING STATUS AT TRAINING WAS INCORRECT, THE FOLLOWING IS THE CORRECT PROCEDURE

THIS INFORMATION IS ALSO IN CHAPTER 40 OF THE SOP ON THE AFS WEBSITE AT FIRE.AK.BLM.GOV (REVISED 7/28/99).

Definitions:

EO: Household income meets eligibility requirements.
Employee only one claiming EIC through his/her employer.
ES: Household income meets eligibility requirements.
Employee and spouse both claim EIC through their employer.

ADOs will enter W-5 information into EFF-PAY as it is received and/or prior to processing payrolls.

a. #1 checked "NO" No entry required
b. #1 checked "YES", #2 checked "NO" No entry required
c. #1 and #2 checked "YES" Entry required

#3 checked "NO" Enter EO

#3 checked "YES", #4 checked "NO" Enter EO

#3 and #4 checked "YES" Enter ES

INSTRUCTIONS AT TRAINING HAD THE LAST TWO LINES WRONG

NAME	SSN	EIC STATUS	UPDATED
RHONDA CAUFIELD	000-00-0000	EO	08/19/99 02:42PM
FRED G MICHELS	000-00-0000	EO	08/19/99 03:15PM

13.8 LIST OF EMPLOYEES/VENDORS PAID THIS YEAR LAST UPDATED BY YOUR LOCATION

This report is used to verify multiple SSN's for an individual. Run each December prior to the generation of W2 Forms.

Select Option #8 from the EFF-PAY REPORT MENU. The following screen and prompts will be displayed.

*******EMPLOYEE/VENDOR BY NAME, PAYROLLED SINCE 01/01/2000 UPDATED BY BIA-C52*******

Hold Entry Number: